

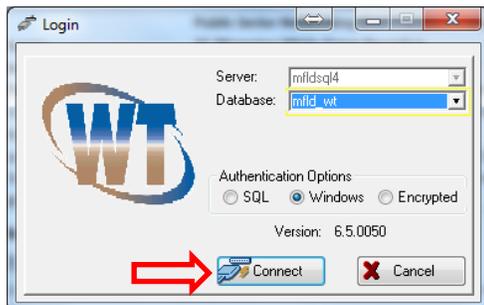
WorkTech Self-Service Time Entry

Entering Time Sheet

- A. Open Worktech. (Icon Below)

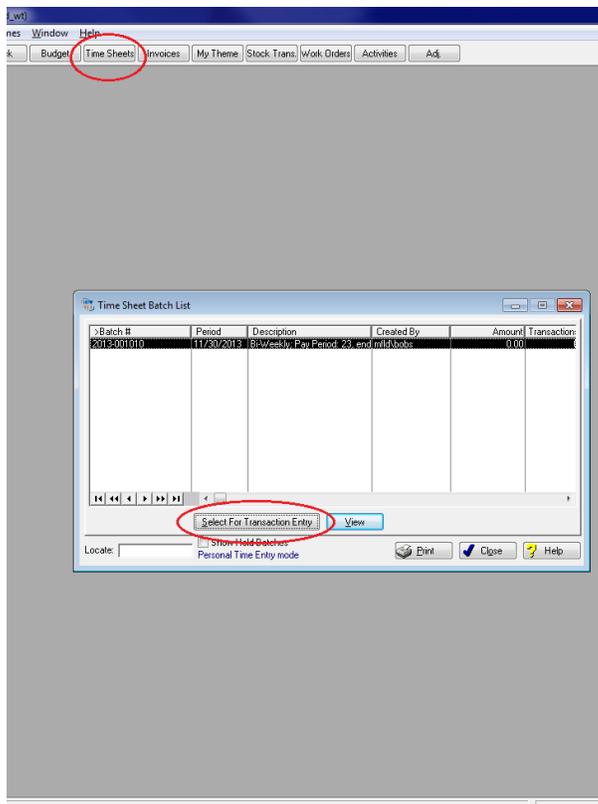


- B. Click "Connect"



- C. Click "Time Sheets" at the top of the screen

- D. A new window will pop up (Time Sheet Batch List). Highlight the appropriate batch if necessary. Click "Select For Transaction Entry" towards the bottom of the window.



- E. A new window will pop up. Click on “Add” which is located near the lower right side of the window.
- F. A new window will pop up titled “ Add – Time Sheets”

- G. This is a daily entry format. So you will select the date on the left side of the window for which you wish to enter information from.
- H. Next select the appropriate Time Code (by clicking on the box with three dots). If you have any questions as to what Time Code to use, please check with Finance.
- I. Next enter the number of hours worked that day by hitting tab or clicking on the text box next to “Hours”, located below the “Time Code” option.
- J. Click OK
- K. The data will be entered and the same window will stay open for you to enter data for another date. Repeat as necessary, until you have all the hours worked entered.
- L. After entering your last piece of data, click “Cancel” to close out the window.

Printing

- A. While active on the Timesheet Transactions window, click “Print.”

Timesheet Transactions - Filtered by Employee

Filters: Employee: 068344 GRANCORVITZ, MICHAEL
 Date:
 Entry Type: Time Sheets Stock Usage Equipment Usage All
 Entry Style:
 Employee Approval: Current Status: Pending
 Submit Unsubmit
 Approve Unapprove

>Date	Trans Type	Transaction Description	Employee #	Equip Used	Empl. Hrs	Equip. Qty	Labour Amt
10/28/2013	Time Sheets	068344-GRANCORVITZ,	068344		2.00		
10/30/2013	Time Sheets	068344-GRANCORVITZ,	068344		2.00		
10/31/2013	Time Sheets	068344-GRANCORVITZ,	068344		3.50		
11/01/2013	Time Sheets	068344-GRANCORVITZ,	068344		8.00		
11/04/2013	Time Sheets	068344-GRANCORVITZ,	068344		2.00		
11/05/2013	Time Sheets	068344-GRANCORVITZ,	068344		3.50		
11/08/2013	Time Sheets	068344-GRANCORVITZ,	068344		8.00		

Hours: 29.00 Reg: 29.00
 Equip. Used: 0.00
 Stock: 0.00

Entry Approval: Submit All GO!
 Exception View Add Change Delete
 Locate: Totals By Day Check Employee Control Print Close Help

B. When asked “Which report would you like to run?” select Date Detail.

Report Type

Which report would you like to run?

List Date **Date Detail** Detail Cancel

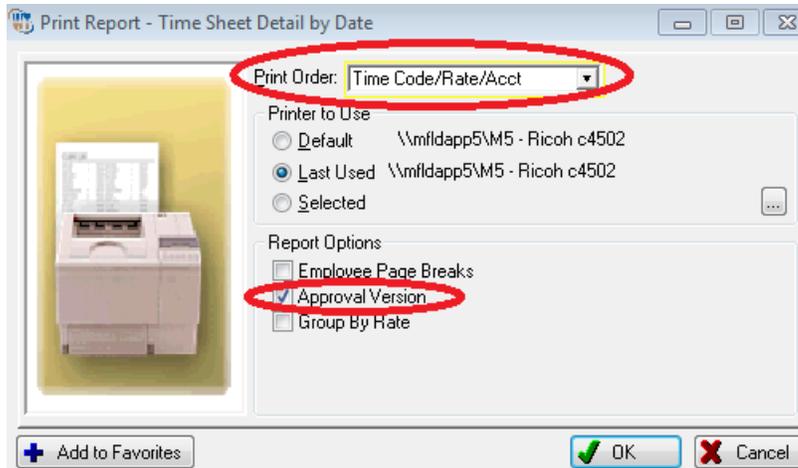
C. You will then be asked “Would you like to apply a query to this report?”
 Select “No”

Query Wizard

Would you like to apply a query to this report?

Yes **No**

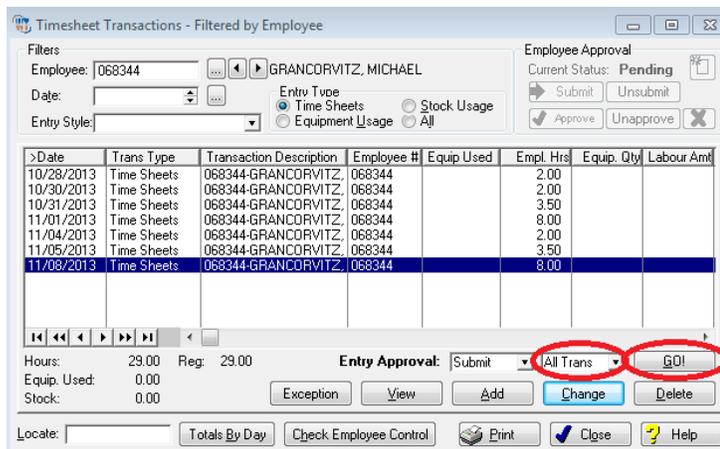
- D. In the Print Report window, Change the Print Order dropdown menu to “Time Code/Rate/Acct”
- E. Check “Approval Version” under Report Options.
- F. Click OK.



- G. A preview screen will be presented. Please double check your information and click the print icon (either print 1 page icon or print all pages icon would work since there is only 1 page) to print. (After submitting your data as shown in the next section of this document, you will be unable to go back and change the information you submitted. This is why it is important to **double check your work!**)
- H. If everything looks OK, please sign the time sheet printout and write “certified to be correct” to the right of your signature.

Submitting Timesheet

- A. In the Timesheet Transactions window, change far right dropdown menu to say “All Trans”
- B. Click “GO!”



- C. To ensure that the submission was successful, scroll to the right in the Timesheet Transactions window. Under the column named "Status" there will be a pink arrow next to each successful submission (as shown below).

Labour Amt	Equip. Amt	Time Code	Job	Activity	System #	Status	Work Order	Start Time
		HRPT		000000	957,554	▶		12:00 AM
		HRPT		000000	957,558	▶		12:00 AM
		HRPT		000000	957,557	▶		12:00 AM
		HRPT		000000	957,558	▶		12:00 AM
		HRPT		000000	957,560	▶		12:00 AM
		HRPT		000000	957,561	▶		12:00 AM
		HRPT		000000	957,562	▶		12:00 AM

